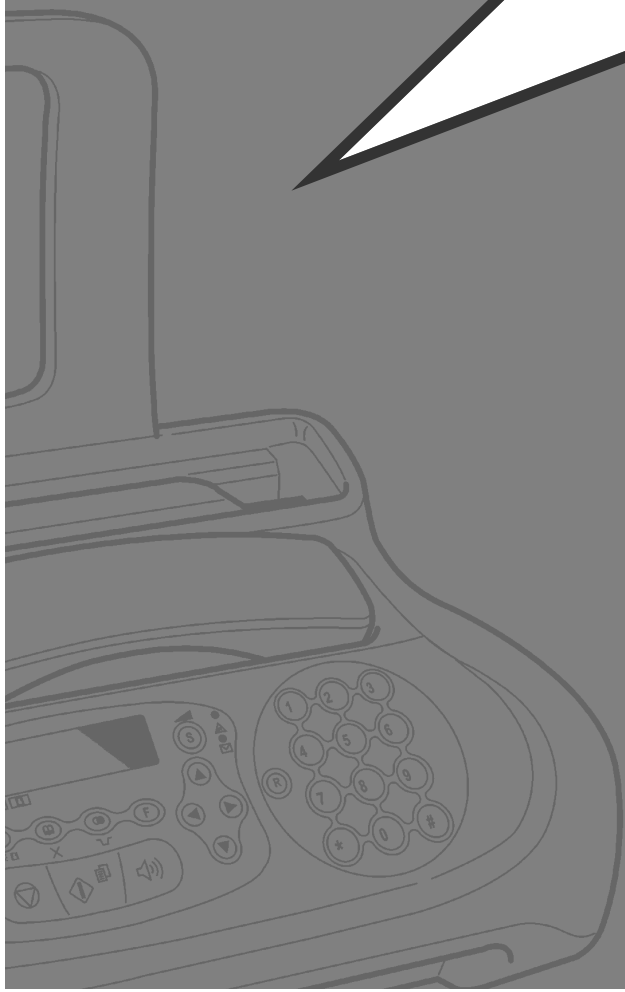
User Guide

BT PAPERJET 35

Welcome...

to your BT PaperJet 35 plain paper inkjet fax machine.



- Combines phone, answering machine, fax, copy and SMS text message functions in one compact machine.
- Send a fax to an individual number or groups of up to 10.
- Delayed sending so you can choose what time a fax is sent.
- Adjustable contrast and resolution for fine detail, drawings and photographs.
- Receive text messages and send texts to compatible phones, mobiles, fax machines and e-mail addresses.
- Automatic redial feature keeps trying engaged numbers three more times.
- 10 one-touch name and number directory and 50 Speed dial name and number directory.
- Redial the last 10 outgoing calls and last 20 incoming calls.

This user guide provides you with all the information you need to get the most from your fax machine.

You must first set up your machine before you can use it. This doesn't take long as it is easy to do. Just follow the simple instructions on the next few pages or see the Quick Start guide enclosed.

- **Need help?**

  If you have any problems setting up or using your BT PaperJet 35, contact the Helpline on **0870 240 8026**.

  Alternatively, you may find the answer on the web at www.bt.com/fax or in 'Help' at the back of this guide.

Got everything?

- BT PaperJet 35 fax
- Handset
- Paper support tray
- Mains power cable
- Telephone line cord
- Quick Start Guide
- User Guide
- Starter black ink cartridge

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Getting started

WARNING
Do not place your BT PaperJet 35 in the bathroom or other humid areas.

Location

You need to place your BT PaperJet 35 close enough to mains power and telephone sockets so that the cables will reach.

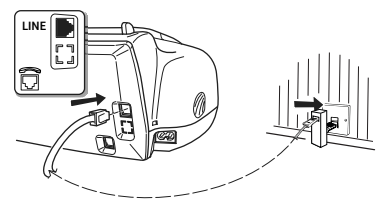
Always choose a smooth, flat, horizontal surface. Avoid soft surfaces such as carpets.

As documents come out at the front, make sure there are no obstructions in front of the machine.

Setting up

1. Connecting up

Plug the telephone line cord into the line socket at the rear of your BT PaperJet 35 and plug the other end into the telephone wall socket.

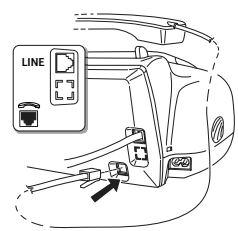


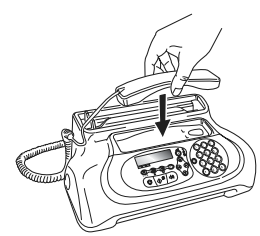
Connect the telephone handset curly cable into the handset socket at the back of your machine. Place the handset in the cradle.

Which socket?

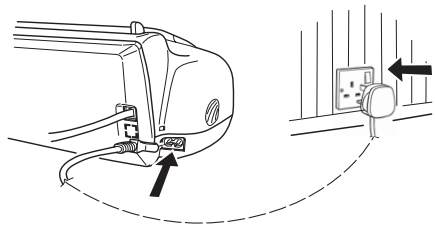
Telephone line socket: **LINE**

Handset socket:



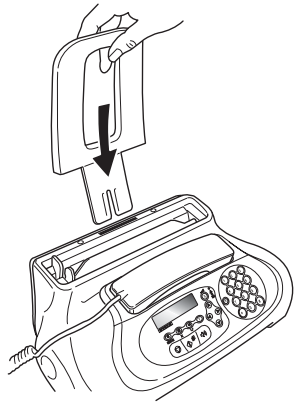


Plug the mains power cable into the machine, and the other end into the mains power and switch on.



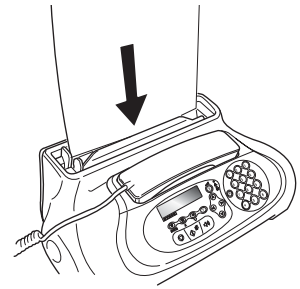
Your BT PaperJet 35 performs a start up check. The screen displays AUTOMATIC on the top line and alternates between SET DATE/TIME and CHECK PRINT HEAD on the bottom line.

2. Insert paper support tray into the slots.



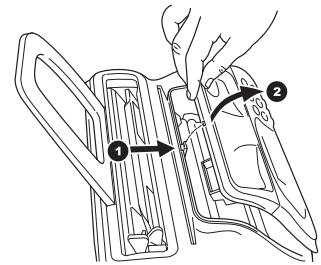
3. Insert paper into the paper tray.

Your BT PaperJet 35 can hold up to 40 sheets of 80g/m2 paper. To prevent several sheets being drawn into the machine together, fan out the paper first, then tap it down on a flat surface before inserting it into the paper tray.

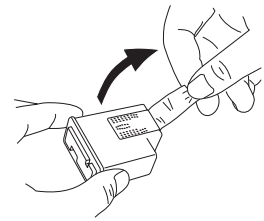


4. Insert the starter print cartridge.

Remove handset and open the front cover.



Peel protective film off cartridge, being careful not to touch the nozzles or electrical contacts.



IMPORTANT TEST PRINT

Once the print cartridge has been installed and the front cover closed, your BT PaperJet 35 will automatically clean the cartridge nozzles and perform a test print.

Make sure a sheet of paper is loaded in the plain paper feeder. The test page will be printed and the display shows `CHECK PRINT OUT. 1 = EXIT 0 = REPEAT`.

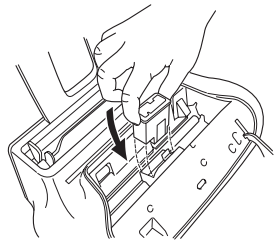
Examine the test page. Check that the numbered scale is not broken at any point and that there are no horizontal white lines within the black areas.

If everything seems OK, press 1. If there is a problem, press 0 to repeat the process.

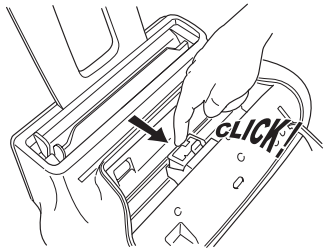
If the test print is still not satisfactory, *see 'Clean print cartridge electrical contacts' and 'Clean print cartridge nozzles', page 57.*

The starter print cartridge allows you to print up to 80 standard pages. Normal print cartridges have a greater capacity and can print up to 450 standard pages. *See page 74 for a sample 'standard page'.*

Insert the cartridge into the holder with the metal contacts facing the front of the machine.



Pull the cartridge forward until it clicks into place.



Close the front cover and replace the handset.

5. Set date and time

You will need to set the date and time when you first switch on your machine and whenever there is a power failure.

1. Press F, display shows DATE AND TIME.
2. Press ◇ to display FORMAT: DD/MM/YY. To select a different format press ◀ or ▶ to scroll through the options.
3. Press ◇. Display shows 24H. To switch to the 12 hour format, press ◀ or ▶.
4. Press ◇. Display shows DD/MM/YY HH:MM.

If you make a mistake, press ◀ or ▶ to move the cursor to the digit you want and enter the new one to overwrite it.

If you selected the 12 hour format, the time display will show a to indicate am and p for pm.

Once set, the date and time can be changed, *see Change Date and Time, page 46*.

Writing tips
To enter a space, press ▶ to move the cursor.

To enter a special character, e.g. &, press * and # to scroll through the options. For a full guide to available symbols and characters, *see character map, page 29*.

If you make a mistake, move the cursor to the character you want and overwrite it with a new one.

To delete the whole name, press C.

If you want to include the international code in your number press * instead of the zeros, The display will show +.

Connecting to a switchboard?
To set your switchboard/PBX connection, *see page 72*.

5. Use the keypad to enter the correct date and time, e.g. 1 1 0 1 0 5 0 9 : 3 0 for 11 January 05, 9.30am. As each digit is entered, the cursor moves to the next space.
6. Press ◇ to confirm then ▽ to return to standby.

6. Enter fax name and number

These will be printed on the top of each page received at the machine you send a fax to.

The name can be up to 16 characters long and the number up to 20 digits.

1. Press F until the display shows INSTALLATION, then press ◇.
2. Display shows TEL LINE SET UP. Press ◇ until the display shows TYPE YOUR NAME.
3. Use the keypad to enter your name then press ◇. Display shows PHONE NUMBER.
4. Press ◇ then enter your fax machine's phone number. Press ◇ to confirm.
5. Press ▽ to return to standby.
6. Record your answering machine outgoing message.

Before you can use your answering machine, you must record an outgoing message (OGM). This is the message your callers hear when the answering machine takes their call. To record your OGM, *see page 36*.

Your BT PaperJet 35 is now ready for use.

Getting to know your fax

Fax machine

Speed dial directory

Press to access Speed Dial and One Touch Directory numbers. Also use to delete during editing.

Resolution/Hold

When a document is inserted in the feeder tray, press to adjust the faxing/copying resolution. *page 18*.

During a telephone conversation, press to put the line on hold, *page 13*.

Stop

Cancels a fax, copy and SMS text operation.

Turns off the Error indicator light. Returns your machine to standby.

Stop message playback or recording on the answering machine.

Start

Press to begin sending or receiving a document.

Confirms menu options on-screen.

Press to start copying a document inserted in the feeder tray.

Play messages or start recording on your answering machine.

Calls lists//Pause

Displays the last 10 outgoing fax and phone calls, *page 20*.

Displays the last 20 incoming fax and phone calls, *page 26*.

Inserts a pause when dialling or storing a number, *page 15*.

Handsfree (SPEAKER)

Press to make calls via the built-in loudspeaker, *page 13*.

Answering machine functions

▶▶/‖ (UP)
Press to pause message playback, press again to resume playback.

▶▶| (RIGHT)
Play next message.
Start recording a memo.

|◀◀ (LEFT)
Play previous message.

X (DOWN)
Delete messages.

F (Function)

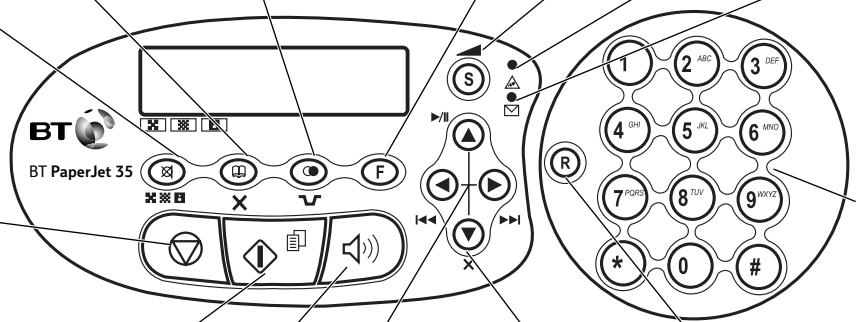
Press to open the main menu.

Press to select further menu options displayed on screen.

(UP/DOWN/LEFT/RIGHT)

Scroll through menus and settings.

Move the cursor left and right when entering names and numbers.



(S)

Adjusts the speaker volume when the speaker is active. Also used to access SMS (Text).

Error light

Indicates a fault when sending or receiving a fax.

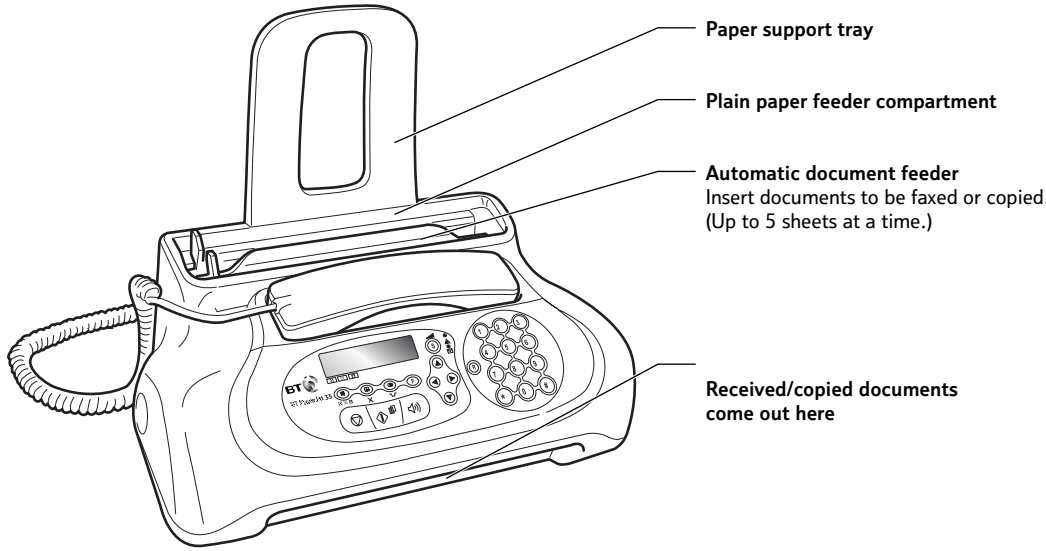
Message indicator
On – you have old messages
Flashing – you have new messages
Off – no messages

Keypad

For dialling numbers and entering names and numbers in memory and writing texts. Also, press and hold to dial any one-touch numbers stored, *page 14*.

R (Recall)

Used to access switchboard functions and with some BT Calling Features.


Paper support tray
Plain paper feeder compartment
Automatic document feeder
Insert documents to be faxed or copied.
(Up to 5 sheets at a time.)
Received/copied documents
come out here

Using the phone

Making calls

1. Lift the handset and enter the number.
2. To end a call, replace the handset.

Handsfree

1. Press . You will hear the dial tone.
2. Dial the number.
3. Press to end the call.

You can transfer a handsfree call to the handset to keep your conversation private. Just lift the handset off the hook.

Redial

Redial one of the last 10 outgoing numbers or one of the last 20 incoming numbers.

1. Lift the handset or press .
2. Press . Display shows OUTCOMING CALLS. If you want INGOING CALLS, press ◀ or ▶.
3. Press then scroll ◀ or ▶ through the list to display the number you want.
4. Press .

When using Redial, do not put any document in the automatic document feeder.

Secrecy

You can put a caller on hold while you talk to someone else nearby. While on hold, your caller cannot hear you. You and the caller will hear an assurance tone whilst secrecy is on.

1. During a conversation, press . The display shows LINE ON HOLD, PRESS HOLD.
2. Press *again* to resume your conversation.

Call timer

During a phone call, the duration of the call is shown in the display.

Using the directories

One-touch directory

You can store a name and number entry under each 0-9 button on the keypad.

Numbers can be up to 64 digits long, names up to 16 characters.

If you make a mistake, move the cursor to the character you want and overwrite it with a new on.

To delete the whole name, press .

Store an entry

1. Press F *repeatedly* until the display shows FAX SET-UP then press .
2. Press F *repeatedly* until the display shows ONE TOUCH DIAL then press . Display shows TYPE ONE TOUCH KEY 0-9.
3. Press the button 0-9 you want to use to store the entry.
4. Enter the telephone/fax number you want and press .
5. The display shows NAME. Use the keypad to enter the name you want and press to confirm.
6. Display shows EDIT ANOTHER YES. Press to select another 0-9 one-touch button or to return to standby.

Print a directory list
You can print a list of the one-touch and speed dial directories. *See printing reports and lists, page 25.*

Dial

1. Press *and hold* the 0-9 button you want until the number is displayed and dialled.
2. Lift handset when instructed.

Edit and delete

1. Press F *repeatedly* until the display shows FAX SET-UP then press ◇.
2. Press F *repeatedly* until the display shows ONE TOUCH DIAL then press ◇. Display shows TYPE ONE TOUCH KEY 0-9.
3. Press the button that holds the entry you want to edit or delete. The stored number is displayed.
4. To edit the number, press the ◀ or ▶ buttons to move the cursor under the digit you want to change and enter the new one. To delete a number, press the ▼ button when the number is displayed.
5. Press ◇ to confirm the change. The display shows the stored name.
6. Edit or delete the name in the same way as the number. Press ◇ to confirm the change.
7. Display shows EDIT ANOTHER YES. Press ◇ to edit/delete another entry or ⊘ to return to standby.

If you make a mistake, move the cursor to the character you want and overwrite it with a new one.

To delete the whole name, press C.

Speed dial directory

You can store 50 name and number entries in the speed dial directory. Dial each entry using a two-digit code 01-50.

Numbers can be up to 64 digits long, names up to 16 characters.

If you need to enter a pause into the number you are storing press R.

Store an entry

1. Press F *repeatedly* until the display shows FAX SET-UP then press ◇.
2. Press F *repeatedly* until the display shows CODED SPEED DIAL then press ◇. Display shows TYPE SPEED NO. (01-50).
3. Enter the two digit code you want, e.g. 01 and press ◇.
4. Enter the telephone/fax number you want and press ◇.
5. The display shows NAME. Use the keypad to enter the name you want and press ◇ to confirm.

6. Display shows EDIT ANOTHER YES. Press ⏎ to select another speed dial code or ⏻ to return to standby.

   To change a speed dial entry, simply overwrite the existing entry with a new one.

Dial

1. Press 📖 to display ADDRESS BOOK CODE OR < >.
2. Enter the speed dial code, e.g. 01 to display and dial the entry or press ◀ or ▶ to scroll to the entry you want then press ⏎.
3. Lift handset when prompted.

Edit and delete speed dial entries

1. Press F *repeatedly* until the display shows FAX SET-UP then press ⏎.
2. Press F *repeatedly* until the display shows CODED SPEED DIAL then press ⏎. Display shows TYPE SPEED NO. (01 - 50).
3. Enter the code that holds the entry you want to edit or delete. The stored number is displayed.
4. To edit the number, press the ◀ or ▶ buttons to move the cursor under the digit you want to change and enter the new one. To delete a number, press the ▼ button when the number is displayed.
5. Press ⏎ to confirm the change. The display shows the stored name.
6. Edit or delete the name in the same way as the number. Press ⏎ to confirm the change.
7. Display shows EDIT ANOTHER YES. Press ⏎ to edit/delete another entry or ⏻ to return to standby.

View one touch and speed dial entries

1. Press 📖 then press ◀ or ▶ to scroll through the entries.
2. Press ⏎ to dial a displayed number.

Faxing

Inserting plain paper

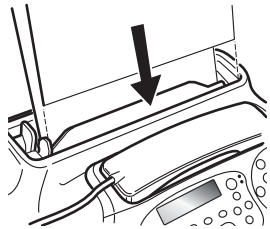
To avoid pages being drawn in together, always fan out the pages first to separate them, then tap down before placing them in the paper feeder.

The plain paper feeder holds up to 40 sheets of 70-110g/m² paper

The document feeder holds up to 5 sheets of 70 – 110g/m² paper.

Inserting documents for sending

Place up to 5 sheets into the automatic document feeder, making sure the side to be sent is facing away from you.



If the document does not feed properly into your BT PaperJet 35, press ◎ to eject the page.

When the document has been inserted properly, the display shows DOCUMENT READY and the bottom line shows the contrast setting NORMAL.

IMPORTANT
Do not insert into the document feeder:

- Pages smaller than A5.
- Newspaper pages (because of printer's ink).
- Pages with staples or paperclips, sticky tape or glue.
- Creased or torn pages.
- Wet paper or paper with wet correction fluid.
- Glossy or laminated paper.
- Paper thicker than 110g/m² or thinner than 70g/m².

Contrast

You can adjust the brightness for sending or copying light or dark documents.

NORMAL should be suitable for most documents.

Select **DARK** when sending light originals and **LIGHT** when sending dark originals.

1. Press F *repeatedly* until the display shows FAX SET UP then press ◈.
2. Press F to display VARIOUS SETTINGS then press ◈ until CONTRAST:NORMAL is displayed.
3. Press ◀ or ▶ to switch between NORMAL, DARK and LIGHT.
4. Press ◈ to confirm and then ◎ to return standby.

Resolution

Resolution is identified by an arrow in the bottom left hand corner of the display when there is a document in the document feeder. The arrow normally points at the standard resolution icon. The resolution can be changed to Fine or Photo.

If sending text and drawings with fine detail, press until the arrow appears above the fine resolution icon.

If sending photos, press until arrows appear above the fine and photo resolution icons.

Sending faxes

If you make a mistake dialling, press (<>) to move the cursor to the digit and overwrite it with the correct one. Or press to delete the whole number.

1. Insert the document to be sent in the automatic document feeder. The display shows DOCUMENT READY.
2. If required, set the contrast and resolution.
3. Dial the number – or use redial or the one touch or speed dial directories – then press .

   To cancel the fax during sending, press .

   When the fax has been sent, the display shows TX COMPLETED.

Automatic redial

If your BT PaperJet 35 cannot get through to the other machine, it will automatically redial the number up to 3 times.

Delayed sending

You can store a document in your machine's memory and set a time for it to be sent.

1. Insert the document to be sent and set the contrast and resolution if required.

2. Press F *repeatedly* until the display shows TX FROM MEMORY then press ◊#. The document is scanned.
3. When scanning is completed the document is assigned a reference number, e.g. DOC.N.XXXX and the display shows TYPE TIME HH:MM.
4. Enter the time you want the fax to be sent, e.g. 1 8 . 2 0 for 6.20pm.
5. Press ◊# to confirm. Display shows TYPE NUMBER NUM/TOUCH/SPEED.
6. Enter the number or use the one-touch or speed dial directories.
7. Press ◊#.

   You can now enter another number to send the same document to another person.

   Or

   Press ◊# *again* to confirm. The display shows AUTOMATIC MEMORY TX.

If the power fails, the document stored in the memory will be cancelled.

Resend, change number or cancel a stored fax

1. Press F *repeatedly* until the display shows TX FROM MEMORY then press ◊#. Display shows ALREADY ENTERED.
2. Press ◊# display shows PRINT SETTING?
3. Press ◄ or ► to switch between the options:

   PRINT SETTING? – press ◊# to print a status report of the last fax stored in the memory. After printing, the fax returns to standby.

   CANCEL SETTING? – press ◊# to cancel the document and return to standby.

   CHANGE PARAM? – press ◊# to change the time the fax will be sent.
4. Press ◊# to confirm. Display shows TYPE NUMBER.
5. Enter the number or use the one-touch or speed dial directories.

6. Press .

   You can now enter another number to send the same document to another person.

   Or

   Press again to confirm. The display shows AUTOMATIC MEMORY TX.

Send a fax using redial

You can redial any of the last 10 outgoing numbers or 20 incoming numbers.

1. Insert a document in the automatic feeder and adjust the contrast or resolution if required.
2. Press to display INCOMING CALLS or to view OUTGOING CALLS, press or . Press .
3. Press or to scroll to the number you want.
4. Press to dial.

Reception Mode

Faxes are received automatically unless you change the reception mode.

You can set the way your BT PaperJet 35 handles incoming calls.

MANUAL reception – you answer calls by lifting the handset and pressing if you hear the fax tones.

AUTOMATIC reception – your machine automatically answers each call expecting a fax.

PHONE/FAX – automatic reception with call recognition. Your machine answers each call after the number of rings set. If it is a fax call the document is received. If it is a voice call, you hear a tone and the display shows LIFT HANDSET. If you do not answer within 20 seconds, your machine tries to receive a fax.

Low ink warning
When the print cartridge is close to running out, the display shows INK LOW.

When there is no ink left, OUT OF INK is displayed.

See page 55, Replace the print cartridge.

Deteriorating print quality?
If the print quality deteriorates, set your BT PaperJet 35 to clean the print head and nozzles and print a test page, *see page 57*.

Reception in memory
If you place a document to be faxed or copied in the automatic feeder while receiving a document, printing the received document stops and it will be stored in the memory for printing later. During reception the display shows RX IN MEMORY.

TAD/FAX – your machine automatically prepares to receive a fax if it hears fax tones or plays your outgoing message to voice callers before preparing to take a voice message.

Set reception mode

1. Press F to display RECEPTION MODE then press ◊.
2. Press ◄ or ► to scroll between the options MANUAL, PHONE/FAX, TAD/FAX and AUTOMATIC.
3. Press ◊ to select the setting displayed or ▽ to cancel.

Polling

Polling lets you call another fax machine to retrieve a document automatically.

Polling is only available between compatible fax machines. Polling is sometimes called Faxback.

Polling reception

When you know a document is ready to be polled from another machine:

1. Press F *repeatedly* until the display shows POLLING RX then press ◊.
2. The display shows TYPE TIME HH:MM. You can leave the current time for polling right away or enter the time you want your machine to collect the document.
3. Press ◊ and enter the number to be dialled.
4. Press ◊ to confirm or ▽ to cancel.

When a document has been received, the display shows DOC. IN MEMORY and then prompts you to remove the document from the feeder tray. Your machine will then print the received fax.

The BT PaperJet 35 will hold about 20 pages (depending on content) in its memory if the paper has run out.

Change/cancel a timed poll.

If you have set your machine to poll a document at a later time, you can cancel it or change the time at which it starts to poll.

1. Press F *repeatedly* until the display shows POLLING RX then press ◊.
2. The display shows ALREADY ENTERED.
3. Press ◊. Press ◄ or ► to switch between:

   CANCEL SETTING? – press ◊ to cancel polling.

   CHANGE PARAM? – press ◊. The display shows TYPE TIME HH:MM. Enter the new time you want your machine to collect the document. Now press ◊ and change the number to be dialled if necessary.

4. Press ◊ to confirm.

Reports and lists

Your BT PaperJet 35 can print out a list of faxes sent and received, speed dial and one-touch entries and other useful information.

Reports

Power failure report – printed automatically after a power failure. If there are documents stored in the memory, the report indicates the number of pages lost.

Activity report – details of the last 42 faxes sent and received. Printed automatically after every 32 actions or on request, *see page 24*.

Last transmission report – information on the last fax sent or received. You can set your machine to print automatically after each action or on request, *see page 24*.

Failed transmission report – printed automatically only when a fax has failed to be sent or received. You can switch automatic printing on or off.

Last broadcast report – information about the last fax sent to a group, *see page 24*.

Act. N	Reference number for the sent or received fax.
Doc.N	Reference number assigned by the machine for a document stored in the memory.
Type	Type of action: TX = fax sent RX = fax received RX POLL = polled fax received
Dialled number	Fax number you dialled.
Name	Name of the person you called. Only displayed if it has been stored with the number in the one-touch or speed dial directories.
Received Id	Number and/or name (if available) of the fax machine that called you.
Date/Time	Date and time the fax was sent/received.
Duration	Time it took to send/receive the fax.
Pages	Total number of pages sent/received.
Result	OK – fax sent/received successfully ERROR CODE XX – if the fax was not sent/received successfully. See Error Codes, page 51 for an explanation of the code number provided.

Transmission Report

Select the printing option you prefer.

1. Press F *repeatedly* until the display shows FAX SET-UP then press ⏎.
2. Press F then press ⏎ *repeatedly* until the display shows FAILED TX REPORT.
3. Press ◀ or ▶ to scroll through the options

   FAILED TX REPORT – automatically printed whenever a fax is not sent successfully.
   TX REPORT ALWAYS – report is always printed after each fax sent.
   TX REPORT OFF – no report will be printed.
4. Press ⏎ to confirm the option displayed then ⏻ to return to standby.

Broadcast Transmission Report

Select the printing option you prefer – on or off.

1. Press F *repeatedly* until the display shows FAX SET-UP then press ⏎.
2. Press F then press ⏎ *repeatedly* until the display shows BROADC.REP.:ON.
3. Press ◀ or ▶ to switch to BROADC.REP.:OFF.
4. Press ⏎ to confirm the option displayed then ⏻ to return to standby.

Print now

You can print a Last Transmission, Activity, Last Broadcast and Caller ID list on request.

1. Press F *repeatedly* until the display shows PRINT OUT REPORT then press ⏎.
2. Display shows LAST TX REPORT.

3. Press ◀ or ▶ to scroll through the options:

   LAST BROAD. REP, ACTIVITY REP, PRINT: ID LIST, PRINT OUT:EXIT

4. Press ⏎ to confirm the option displayed. After printing out your BT PaperJet 35 returns to standby.

Lists

You can print out a list containing the:

- installation and set-up settings
- one-touch directory
- speed dial directory

Print Installation information

1. Press F *repeatedly* until the display shows INSTALLATION then press ⏎.
2. Press F *repeatedly* until the display shows PRINT INSTALL then press ⏎. Display shows PRINT INSTALL.
3. Press ⏎ to print. After printing out or selecting EXIT your BT PaperJet 35 returns to standby.

Print Set-up and Directory list

1. Press F *repeatedly* until the display shows FAX SET-UP then press ⏎.
2. Press F *repeatedly* until the display shows PRINT OUT SET-UP then press ⏎. Display shows PRINT SETTINGS.
3. Press ◀ or ▶ to scroll through the other options PRINT: ONE TOUCH, PRINT: SPEED DIAL and PRINT OUT: EXIT.
4. Press ⏎ to confirm the option displayed. After printing out your BT PaperJet 35 returns to standby.

SMS text printing
To print the SMS text configuration of your BT PaperJet 35, *see page 34*.

To print text messages, *see page 33*.

Caller Display

IMPORTANT
To use Caller Display you must first subscribe to the service from your network provider. A quarterly fee is payable.

For more information on BT's Calling Features, call BT free on **0800 800 150**.

Caller information not available.
With some incoming calls, the telephone number of the caller is not available and cannot therefore be displayed.

In this case your BT PaperJet 35 provides you with some explanatory information.

UNAVAILABLE
The number is unavailable.

WITHHELD
The caller has withheld their number.

RINGBACK
Ringback call.

OPERATOR
The call has been made via the operator.

PAYPHONE
The caller is ringing from a payphone.

INTERNAT
International call.

Caller Display

If you subscribe to a Caller Display service you can see the number of the person who is calling on the display screen.

Whether an incoming call is answered or not, the caller's details including the date and time of the call are stored in the Calls list.

Calls list

The Calls list contains information about your last 20 incoming callers.

If a call is received when the Calls list is full, the oldest entry will be replaced with the new call.

View and dial a number from the calls list

If sending a fax, insert the document in the feeder tray first.

1. Press . Display shows INCOMING CALLS.
2. Press then scroll or through the list.
3. Press to dial the displayed number. If making a phone call, lift the handset when prompted.

Copying

You can copy original documents inserting them **one page at a time** in the automatic feeder.

Make up to 9 copies of each page.

Copy a document

You can set the contrast and resolution as in fax documents.

Contrast: NORMAL
LIGHT for dark originals
DARK for light originals

Resolution: TEXT for normal typed documents
PHOTO if the page contains pictures or fine detail.

1. Insert one page of the document in the automatic feeder with the text facing away from you. The display shows DOCUMENT READY.
2. Press . Display shows the settings for copy size, contrast and resolution, e.g. 100%, NORMAL and TEXT and the number of copies to be printed. If you are happy with the standard settings just select the numbers of copies you want 1-9 on the keypad and press . If you want to change any of the settings follow steps 3 to 8.
3. Press F to set the quality of copy. Press ◀ or ▶ to switch between the options HIGH QUAL for best reproduction or NORMAL for standard.
4. Press . The display shows ZOOM 100%. Press ◀ or ▶ to select the options: 140%, 70%, 50% or 100%.
5. Press . The display shows CONTRAST: Press ◀ or ▶ to select the option you want.
6. Press . Press ⊠ to select the resolution option you want.
7. Select the number of copies you want 1-9.
8. Press to begin copying.

   Pressing ⓒ cancels copying at any time.

IMPORTANT
Do not insert into the document feeder:

- Pages smaller than A5.
- Newspaper pages (because of printer's ink).
- Pages with staples or paperclips, sticky tape or glue.
- Creased or torn pages.
- Wet paper or paper with wet correction fluid.
- Glossy or laminated paper.
- Paper thicker than 110g/m² or thinner than 70g/m².

Deteriorating print quality?
If the print quality deteriorates, set your BT PaperJet 35 to clean the print head and nozzles and print a test page, *see page 57*.

SMS

SMS stands for Short Messaging Service

IMPORTANT
You must subscribe to your Network Provider's Caller Display Service so that you can use SMS text messaging. A quarterly fee may be payable, please contact your network provider for more details. When you are using SMS text messaging you must not withhold your telephone number or the service will not allow you to connect. BT have prefixed the Service Centre number with '1470', this will release your telephone number only to the SMS Provider, even if you normally have your number withheld.

You must have your network's Caller Display service activated on your line. To send an SMS message, you must have the call number of an SMS message provider entered in your BT PaperJet 35. Some other network provider lines may not be compatible with this SMS service. If your BT PaperJet 35 is connected to a switchboard, you may not be able to use text message services.

You will not be able to receive text messages until you have first sent a message. The first sent message registers you with the text service.

Voice text
Please note that the conversion can translate common abbreviations and smileys etc., but to ensure maximum clarity of message delivery, abbreviations etc. should be used sparingly.

Some other network provider lines may not be compatible with this SMS service.

SMS text messaging service

Welcome to the SMS Text Messaging service on your BT PaperJet 35. The SMS Service is provided by BT.

Your BT PaperJet 35 can send and receive messages to and from any mobile phone (from participating mobile networks) and compatible landline telephones in the UK.

You may also send messages to landline phones that are NOT SMS compatible. Messages to non-compatible lines will be connected to voice text and delivered in spoken words to the telephone as a call.

The fixed line SMS is provided under BT's terms and conditions for telephone service. These can be found by visiting the BT.com website at: **http://www.bt.com/terms/tor.htm**

Register for the SMS text messaging service

When you send your first SMS text message from your BT PaperJet 35 you will automatically be registered for the service.

On receipt of your first SMS through the service, the system will send you a welcome SMS message back.

You may also register by sending the word REGISTER to 00000 upon which you will receive a confirmation message.

Cost of the fixed line service

There is no subscription charge (other than the subscription to Caller Display). Visit the BT.com website (www.bt.com) to find out how much it costs to send a text message (depends on your call package).

Your BT PaperJet 35 lets you send and receive SMS text messages of up to 160 characters using the alpha-numeric keypad.

SMS Service centre numbers

Your BT PaperJet 35 is preset to send and receive text messages using the BT service. If you want to use a different service you will need to change the service centre numbers.

1. Press (S) then ▲ or ▼ to scroll to CONFIGURATION.
2. Press ◈ to display SERV. CENTRE NO.
3. Press ◈ to display TX SERV. CENTRE 1470P1709400.

   You can delete this number using the 📖 button to enter a different one.
4. Press ◈. Display shows RX SERV. CENTRE 080058752.

   You can delete this number using the 📖 button to enter a different one.
5. Press ◈.
6. Press ⏻ to return to standby.

Sending texts

1. Press (S) to display SMS SEND then ◈ to display SMS TEXT.
2. Use the keypad to write your text message.
3. When you have finished, press ◈. Display shows TYPE NUMBER and NUM/TOUCH/SPEED.
4. Enter the number you want to send to and press ◈.
5. Display shows TERMINAL NO.:YES.

   Unless you have been asked by your recipient to add a sub-address press ◈ again to display SEND: YES. Press ◈ *again* to send the text.

   If the person you are sending to has asked you to send to a specific subaddress then use ◀ or ▶ to display YES and press start to display RECIP. TERM.NO.: 9. You can now change the default subaddress (9) to the required number and press ◈ to display SEND: YES. Now press ◈ to send.

Character map

Button	Character
1	@ space 1 . / -
2 abc	a b c å ä æ à ç 2 Γ
3 def	d e f è È é 3 Δ Φ
4 ghi	g h i ì 4
5 jkl	j k l 5 Λ
6 mno	m n o ñ ö Ø ò 6
7 pqrs	p q r s ß 7 Π Σ
8 tuv	t u v ü ù 8
9 wxyz	w x y z 9
0	space + & / 0 € £ ¥ $ ¿ ß ¡ Θ Ξ Ψ Ω

Writing tips
Press F to switch between upper and lower case letters.

Press ◀ or ▶ to move the cursor to the point you want or create a space.

Press ⌫ to delete a character to the left of the cursor.

The top left of the display shows you the number of characters remaining, starting at 160 and counting down to 0.

If you save a copy of your text message it will be stored in the SMS SENT folder so you can send it to another recipient or change it.

If you press ⏻ after writing a text or no button is pressed for 2 minutes, your text is automatically saved in the SMS WRITTEN folder.

SENT SMS memory full
When the memory is full, the display shows MEMORY FULL DELETE SENT SMS. You will not be able to write any more texts. Delete one or more messages from the memory, *page 32*.

Power failure
If your BT PaperJet 35 is without power for over one hour, all saved/stored text messages will be lost. This will be listed in the power failure report printed when the power is restored.

WRITTEN SMS memory full
When the memory is full, the display shows MEMORY FULL DELETE WRITTEN SMS. You will not be able to write any more texts. Delete one or more messages from the memory, *page 32*.

If MEM ALMOST FULL DELETE REC. SMS is displayed you have reached 28 messages out of 30 max. It is advisable to read and delete messages. *See Delete texts page 33*.

If MEM FULL. DELETE REC. SMS appears the memory is full and you will not be able to receive any more text messages until you have deleted texts from the memory. *See Delete texts page 33*.

7. During sending, your BT PaperJet 35 displays TRANSMITTING, then TX COMPLETED if successful or TX ERROR if unsuccessful.
8. After sending, the display gives you the option to save the text - SAVE SMS: Press ◀ or ▶ to switch between YES or NO. Press OK to confirm.

Save texts

You can write a text and save it to send later.

1. Press S then ▲ or ▼ to scroll to WRITE SMS.
2. Press OK and use the keypad to write your text message.
3. When you have finished, press OK. Display shows SAVED. Your text will be saved in the SMS WRITTEN folder.

Receiving texts

Your BT PaperJet 35 can store up to 30 texts in the reception memory.

When you receive a text message, the ✉ icon on the display flashes and shows SMS RECEPTION. The ✉ indicator light also flashes. You can also set your BT PaperJet 35 to give an audible alert, *see page 32*.

Reading texts

When the ✉ icon appears on the display and the message LED is flashing, you have received one or more text messages.

1. Press S to display SMS RECEIVED. The number of texts is also displayed (max. 30).
2. Press OK to display DISPLAY LIST.
3. Press OK. The display starts with the newest text first and shows the reference number and the sender's number.

Either

Press ◀ or ▶ once to scroll through the message and see all the data.

Or

Press ▲ or ▼ to scroll through the list of texts.

Options while reading texts:

When you are reading a text you can scroll through a number of options:

- Press ◇ to display options for the message.
- Press ▲ or ▼ to scroll through the options:

  DELETE – press ◇ to delete the messages.

  ANSWER – press ◇ to answer a message.

  EDIT and SEND – press ◇ to edit and/or forward the message.

  PRINT – press ◇ to print information about the text.

  TEL CALL – press ◇ to make a telephone call to the sender.

  To print all texts, *see page 33*.

4. Press ⊘ to return to standby.

Set subaddress

If you have another telephone which can receive text messages connected to the same line, you can set the subaddress on your BT PaperJet 35 so that it can receive messages separately from the other phone.

A subaddress is an additional number 0-9 which is added to your telephone number when sending a text.

1. Press $ then ▲ or ▼ to scroll to CONFIGURATION.

9 is the default subaddress used by the BT text service. Any texts sent to you without the subaddress specified will go to subaddress 9.

2. Press ◈ to display SERV.CENTRE NO.
3. Press ▲ or ▼ to display TERMINAL NO.
4. Press ◈. The display shows TERMINAL NO. (0-9) 9.
5. Enter a one digit number 1-9, different to the subaddress used by your other phone (which probably use 9) 0 so that your BT PaperJet 35 can receive messages sent to it.
6. Press ◈ to confirm.
7. Press ⊘ to return to standby.
8. When you change the subaddress of your BT PaperJet 35 you should send a text to register the address with the BT text system.

Audible alert

Set your BT PaperJet 35 to give an audible alert whenever it receives at text message. You can switch the audible alert on or off.

1. Press S then ▲ or ▼ to scroll to CONFIGURATION.
2. Press ◈ to display SERV.CENTRE NO.
3. Press ▲ or ▼ to display SMS RX ADVICE.
4. Press ◈ to display SMS RX ADVICE N.
5. Press ◀ or ▶ to switch between options N = no, Y = yes.
6. Press ◈ to confirm the option displayed.
7. Press ⊘ to return to standby.

Message folders
The Sent and Written Message folders can each hold up to 5 texts.

The Received Message folder can hold up to 30 texts.

When they are full, you must delete texts before sending new ones.

Delete, edit, forward and print texts

You can view messages in the SENT, WRITTEN and RECEIVED folders and then delete or edit and forward them.

1. Press S then ▲ or ▼ to scroll to SMS SENT XX or WRITTEN or RECEIVED.

2. Press ◈ to display DISPLAY LIST.
3. Press ◈ The display shows the reference number, and the sender's number.

   Either

   Press ◀ or ▶ once to scroll through the message and see all the data.

   Or

   Press ▲ or ▼ to scroll through the list of texts.

   Options while reading texts:

   When you are reading a text you can scroll through a number of options:

   - Press ◈ to display options for the message.
   - Press ▲ or ▼ to scroll through the options:

     DELETE – press ◈ to delete the messages.

     ANSWER – press ◈ to answer a message.

     SEND – press ◈ to forward the message

     EDIT – press ◈ to change the message then send it

     PRINT – press ◈ to print the texts.
4. Press ⏻ to return to standby.

Print a list of texts

If there are no messages in the folder you select, the display shows MEMORY EMPTY.

1. Press Ⓢ then ▲ or ▼ to scroll to SMS SENT XX or WRITTEN or RECEIVED.
2. Press ◈ to display DISPLAY LIST.
3. Press ▲ or ▼ to scroll to PRINT LIST.
4. Press ◈ to print details of all messages in the folder selected. After printing, your machine returns to standby.

Print text configuration

You can print details of your BT PaperJet 35's text settings.

1. Press S then ▲ or ▼ to scroll to CONFIGURATION.
2. Press ◈ to display SERV.CENTRE NO.
3. Press ▲ or ▼ to display PRINT CONFIG.
4. Press ◈. After printing, your machine returns to standby.

Using the answering machine

Your PaperJet 35 can be set to take messages if you cannot answer calls.

To use the Answering Machine, set the reception mode to TAD/FAX.
See also Reception Mode, page 20.

TAD/FAX reception mode.

When set to TAD/FAX mode, the fax machine automatically prepares to receive a fax when a call comes in. If it is a fax call the fax will be received automatically. If it is a voice, call, the answering machine automatically takes over.

1. Press F to scroll to RECEPTION MODE then press ◈.
2. Press ◀ or ▶ to scroll between the options MANUAL, PHONE/FAX, TAD/FAX and AUTOMATIC.
3. Press ◈ to select the setting displayed or ⊘ to cancel.

IMPORTANT
Before you can set the reception mode to TAD/FAX, you must record an outgoing message (OGM).

To record your OGM, *see page 36*.

If you want to call your machine from another phone to play your messages, it must be set to TAD/FAX reception mode.
See also Reception Mode, page 20.

Recording capacity
Your BT PaperJet 35 has a maximum recording capacity of 14 minutes including your outgoing messages.

Outgoing messages

Outgoing messages (OGMs)

Your outgoing message is the announcement callers hear when your answering machine takes their call. You can record two different OGMs:-

OGM 1 can be up to 20 seconds long and is the message normally played to callers when your BT PaperJet 35 takes a call in the TAD/FAX mode. An example would be:- *"Hello, I am sorry we cannot take your call at the moment. Please leave a message after the beep or press the Start button on your fax machine if you want to send a fax. Thank you"*.

OGM2 can be up to 10 seconds long and is used in TAD/FAX mode and in PHONE/FAX mode – in TAD/FAX mode it is played when the answering machine memory is full. An example might be *"I"m sorry but the answer machine is full. You can send a fax or call back later"*.

In PHONE/FAX mode it is played to the caller, in the period before BT PaperJet 35 beeps and displays LIFT HANDSET each time a call is answered. An example might be *"Please hold"*.

To record your OGM(s)

When the machine is in standby:

1. Press F *repeatedly* until the display shows TAD SET-UP.
2. Press ◈.
3. Press F *repeatedly* until the display shows the option you want RECORD OGM #1 or RECORD OGM #2

   Press ◈. Display shows: LIFT HANDSET
4. Pick up the handset. Display shows TO RECORD.
5. Press ◈ to begin recording. Display counts down your recording time.
6. Replace handset to end recording, your message is replayed.

   If you run out of time, your BT PaperJet 35 automatically stops recording and will play back the OGM.
7. Press ⊘ to return to standby.

Listen to your OGM(s)

When the machine is in standby:

1. Press F *repeatedly* until the display shows TAD SET-UP.
2. Press ◈.
3. Press F *repeatedly* until the display shows either PLAY OGM #1 or PLAY OGM #2
4. Press ◈. Your message is played back over the loudspeaker. (To hear your message privately, pick up the handset.) Display shows: PLAYING. After playback you can record a new OGM which will replace the existing OGM.
5. Press ⊘ to return to standby.

To set Announce Only

You can set your answering machine to Announce Only where callers will hear your OGM #1 but your machine will not record their messages. This enables you to leave an information announcement. You will still be able to receive faxes.

When the machine is in standby, press F *repeatedly* until the display shows TAD SET-UP.

1. Press ◊#.
2. Press F *repeatedly* until the display shows ANNOUNCE ONLY.
3. Press ◊#. The display shows ANNOUNCE ONLY:OFF.
4. Press ◄ or ► to display ON.
5. Press ◊# to confirm, your OGM 1 is replayed.
   The display now shows LIFT HANDSET.
   You can now record a new OGM 1 if required.
6. Lift the handset.
7. Press ◊# to begin recording. Replace handset to end recording.
8. Press ▽ to return to standby.

Volume

During playback of incoming messages and memos you can adjust the speaker volume.

1. During playback, press S *repeatedly*. The bottom right corner of the display shows the volume level.

Record a memo

You can record a memo message for other users. Memos are stored and played in the same way as recorded messages.

1. Press ▶. The display shows LIFT HANDSET.
2. Lift the handset. The display shows REC.MEMO MSG?
3. Press ◈ to begin recording. The display counts down the available recording time from 30 or 60 seconds.
4. Replace the handset to end recording.

Message duration

Incoming messages and memos can be set to a maximim of 30 or 60 seconds. The default setting is 30 seconds.

1. Press F until the display shows TAD SET-UP.
2. Press ◈ then F *repeatedly* to display ICM REC.TIME.
3. Press ◈. The display shows the current setting.
4. Press ◀ or ▶ to switch between 30 SECS and 60 SECS.
5. Press ◈ to confirm.
6. Press ⊘ to return to standby.

Message alerts

✉ flashes = new messages.

✉ on = old messages.

The display shows the total number of messages e.g. 03

```
TAD/FAX  03
10.02.05 10:32
```

Private reception

When your answering machine receives a message, it is played over the loudspeaker. To keep messages confidential, you can set your BT PaperJet 35 to receive them silently. This will switch the speaker off during reception only and not affect normal playback.

1. Press F *repeatedly* until the display shows TAD SET-UP.
2. Press ◊# . The display shows ICM ON SPEAKER.
3. Press ◊# then ◀ or ▶ to switch between ICM SPEAKER: ON or OFF.
4. Press ◊# to confirm the option displayed.
5. Press ⊘ to return to standby.

Playing messages

Messages cannot be deleted until they have been played.

Play, repeat, skip and delete

1. Press ▲ to hear messages through the speaker.

   Or

   To hear messages privately through the handset, press ▲ and lift the handset.

   The display shows the message you are playing and the total number of messages.

   If you do not want to delete any messages, press ⊘.

   e.g. playing message 1 of 3 = PLAY MSG 01 03

   During playback, press:

   ▲ – pause playback, press again to resume playback

   ▼ – press once to delete the current message. The next message is played.

   ◀ – to play the previous message

– play the next message

– stops playback and returns the machine to standby. All messages are saved.

Press to delete the message you are listening to.

Delete all played messages

You can delete all played messages.

For instance if you have played 3 out of 6 new messages you can stop playback and delete only the 3 messages played.

1. When in standby press . The display shows DELETE OLD MSG? Press to delete the old messages or to cancel.

   The display shows the number of messages remaining.

Message forwarding

Set your BT PaperJet 35 to call another phone, such as your mobile, to let you listen to any new messages.

As well as setting the phone number to be called, you can also set the time and whether the call is to be once only or once every day.

You must first record a Forwarding message. A typical message might be *"You have new message"*.

1. Press F *repeatedly* until the display shows TAD SET-UP.
2. Press then F *repeatedly* until the display shows FORWARD MESSAGES.
3. Press . The display shows FORWARDING OFF.
4. Press or to select between FORWARDING OFF, FORWARD ONE TIME, or FORWARD DAILY.
5. Press to confirm. Unless selecting OFF, the display shows TYPE TIME HH:MM.

6. Enter the time you want the messages to be transferred, e.g. 1145 for 11:45.
7. Press . The display shows TYPE TEL.NUMBER.
8. Enter the phone number you want to be called. Include the full dialling code.
9. Press to confirm. The display shows REC.FORW.ANNOUNC.

   You can now record a Forwarding Message, e.g. *"Here are your messages"*. This will be played when your BT PaperJet 35 calls the number you have set.

   If you have already recorded a Forwarding message the new message will overwrite the old one.
10. Press . The display shows LIFT HANDSET.
11. Lift the handset and the display shows <I> TO RECORD.
12. Press to begin recording. Speak your message into the handset. The display counts down the time available.
13. Hang up the handset to end recording, the message is replayed. Press Stop to return to standby.

Receiving a Message Forwarding call

1. When you receive a Message Forwarding call, you will hear the call forwarding message.
2. Enter your 4-digit remote access code (default setting 1234).

   You can use the buttons on your phone's keypad to operate your answering machine as shown on *page 44*.

If the power fails or your BT PaperJet 35 is disconnected from the mains, the Call Transfer setting will be cancelled.

Record a new Forwarding message

1. Press F until the display shows TAD SET-UP.
2. Press ◊ then F *repeatedly* to display REC. FORW. ANNOUNC.
3. Press ◊. The display shows LIFT HANDSET.
4. Lift the handset and the display shows <I> TO RECORD.
5. Press ◊ to begin recording. Speak your message into the handset. The display counts down the time available.
6. Hang up the handset to end recording, the message is replayed. Press ⊘ to return to standby.

Security code

The security code is also your answering machine's remote access code which is used to access your messages from another phone. *See page 43.*

Use your security code to prevent unauthorised users from playing messages or changing your answering machine settings. The default code is 1234. You can change this.

Change code

1. Press F *repeatedly* until the display shows TAD SET-UP.
2. Press ◊ then F *repeatedly* until the display shows ACCESS CODE.
3. Press ◊. The display shows TYPE CODE (0-9) 1234.
4. Enter the new 4-digit code you want. If you make a mistake, press 🕮 to delete the digits.
5. Press ◊. Display shows PLAY UNLOCK.
6. Press ⊘ to return to standby.

Set security code protection

To stop others from playing messages received on your BT PaperJet 35 answering machine.

1. Press F *repeatedly* until the display shows TAD SET-UP.
2. Press ◊ then F *repeatedly* until the display shows ACCESS CODE.
3. Press ◊.
4. Press ◊ *again*. Display shows PLAY UNLOCK.
5. Press ◄ or ► to switch to PLAY LOCK.
6. Press ◊. You will now need to enter the security code to play your messages. Display shows SET-UP UNLOCK.
7. Press ◄ or ► to switch to SET-UP LOCK. You will now need to enter the security code to change the settings on your answering machine.
8. Press ⊘ to return to standby.

Remove security code protection

1. Follow the steps above but select UNLOCK instead of LOCK.

Remote access

You can call your BT PaperJet 35 from any touchtone phone or mobile phone to listen to your messages and operate the answering machine. This is called remote access.

Remote access code

When you call your answering machine, you have to enter a 4-digit code in order to access your messages. The default code is 1234. You can change this.

The Remote Access code is also the your Answering Machine's security code. This code can be used to prevent unauthorised users accessing you messages or changing your answering machine settings. *See page 45*.

1. Press F *repeatedly* until the display shows TAD SET-UP.
2. Press ◊ then F *repeatedly* until the display shows ACCESS CODE.

3. Press . The display shows TYPE CODE (0-9) 1234.
4. Enter the new 4-digit code you want. If you make a mistake, press to delete the digits.
5. Press . Display shows PLAY UNLOCK.
6. Press to return to standby.

Toll saver

To set the number of rings for other reception modes, *see Additional settings, 'Number of rings before answer', page 49*.

Providing you have set your BT PaperJet 35 to TAD/FAX mode, when you call your it from another phone your answering machine will answer after 2 rings if you have new messages. If you hear a third ring, you do not have new messages. Now you can hang up before you are connected, saving you the cost of a call.

1. Press F *repeatedly* until the display shows TAD SET-UP.
2. Press then F *repeatedly* until the display shows TOLL SAVER.
3. Press then or to switch between the options OFF or ON.
4. Press to return to standby.

Operating your answering machine

IMPORTANT
For Remote Access to work, your BT PaperJet 35 must be set to FAX/TAD reception mode. *See page 35*.

1. Dial your phone number. After your Answer and Record outgoing message, enter your Remote Access Code (default setting 1234) on your phone's keypad.
2. Now use the buttons on the keypad to operate your answering machine.
   - 1 to play new messages
   - 2 to play all messages
   - 3 to play previous message
   - 4 to skip forward to the next message
   - 5 5 to delete all played messages.

3. You can also change the settings

   #1 to switch from TAD/FAX to AUTOMATIC reception mode.

   #2 to set TAD/FAX reception mode.

   #3 to start recording a new OGM1

   #4 to end your OGM1 recording

   #5 to cancel any message transfer setting

   #6 to set Answer Only mode.

If entering a 2 digit instruction, wait for the confirmation beep after the first digit before pressing the second.

To cancel any of the remote access instructions, press 0

To print out your answer machine settings

You can print out details of the set up of the answer machine. It will also show the original settings.

1. Press F *repeatedly* until the display shows TAD SET-UP.
2. Press ◊ then F *repeatedly* until the display shows PRINT TAD SET-UP.
3. Press ◊. The display shows PRINT OUT:<I>.
4. Press ◊ to print or ⊘ to return to standby.

Additional settings

Change date and time

You can adjust the date and time manually.

1. Press F until the display shows FAX SET-UP then press ◇.
2. Display shows DATE AND TIME.
3. Press ◇ to display FORMAT: DD/MM/YY. To select a different format press ◀ or ▶ to scroll through the options.
4. Press ◇. Display shows 24H. To switch to the 12 hour format, press ◀ or ▶.
5. Press ◇. Display shows

DD/MM/YY	HH:MM.
25.03.04	1:23

6. Use the keypad to enter the correct date and time, e.g. 1 1 0 1 0 5 0 9 3 0 for 11 January 05, 9.30am. As each digit is entered, the cursor moves to the next space. You can use the ◀ or ▶ buttons to move the cursor to make corrections.

   If you have selected 12 hour format an A or P will appear between the date and time to indicate morning or afternoon. If you want to change the A or P place the cursor under it and press the F button to change it.

Position of your fax header.

Your BT PaperJet 35 is designed to send the fax header inside the text area of a document received by other machines. If the information at the top of a document received by another fax (i.e. your name, fax number, date and time), is:
– not printed fully at the top of the page
or
– too low down the page
you can adjust the position on your BT PaperJet 35.

1. Press F until the display shows FAX SET-UP then press ◇.
2. Press F *repeatedly* until the display shows VARIOUS SETTINGS.

3. Press ◁▷ *repeatedly* until the display shows HEADER INSIDE. If required, press ◀ or ▶ to display HEADER OUTSIDE.
4. Press ◁▷ to confirm the option displayed.

Set language & country

You can choose which language your machine uses for the display and set the country you are in.

1. Press F then 1.
2. Press ◀ or ▶ to scroll through the language options. Press ◁▷ to select the language displayed.
3. Display shows CHOOSE COUNTRY. Press ◁▷.
4. Press ◀ or ▶ to scroll through the country options. Press ◁▷ to select the country displayed.
5. Press ▽ to return to standby.

Country	Language to be selected
UK	ENGLISH
France	FRANCAIS
Germany	DEUTSCH
Italy	ITALIANO
Portugal	PORTUGUES
Spain	ESPANOL
Sweden	SVENSKA
Denmark	DANSK
Holland	NEDERLANDS

Adjust print area of received documents

1. Press F *repeatedly* until the display shows FAX SET-UP then press ◊.
2. Press F *repeatedly* until the display shows PRINTER PARAMET. Press ◊ *repeatedly* until the display shows REDUCTION: 94%.
3. Press ◀ or ▶ to scroll through the other options 80%, 76%, 70% and OFF.
4. Press ◊ to confirm the option displayed.
5. Press ⊘ to return to standby.

Received fax size

To make sure that received documents which are longer than A4 size are printed, you can set your machine to print the extra text on another sheet.

1. Press F *repeatedly* until the display shows FAX SET-UP then press ◊.
2. Press F *repeatedly* until the display shows PRINTER PARAMET. Press ◊ *repeatedly* until the display shows SURPLUS:AUTO.
3. Press ◀ or ▶ to scroll through the options:

   SURPLUS:ON – your machine will always print surplus text on another sheet.

   SURPLUS:OFF – surplus text will not be printed.

   SURPLUS AUTO – surplus text will be printed on another sheet providing the surplus exceeds 12mm.
4. Press ◊ to confirm the option displayed.
5. Press ⊘ to return to standby.

Silent reception

If your machine is set to AUTOMATIC or PHONE/FAX reception modes *(page 39)* you can set it to receive documents without the ringer sounding.

In AUTOMATIC mode, your machine will never ring when an incoming call is received.

In PHONE/FAX mode, the ringer does not sound but if you receive a voice call, you will hear the voice call alert.

1. Press F *repeatedly* to display INSTALLATION then press ◊.
2. Press F to display ENHANCED FEATUR. Press ◊ until display shows SILENT RX: NEVER.
3. Press ◄ or ► to scroll through the options:

   SILENT RX: NEVER – the ringer is always on.

   SILENT RX: ALWAYS – the ringer is switched off.

   SILENT RX: DAILY – the ringer is off for the next 24 hours.
4. Press ◊ to confirm the option displayed.
5. Press ▽ to return to standby.

Number of rings before answer

If your machine is set to AUTOMATIC or PHONE/FAX reception mode, it will answer calls after 4 rings. You can change this to 1-8 rings.

1. Press F *repeatedly* until the display shows INSTALLATION.
2. Press ◊ *repeatedly* until the display shows RING COUNT:04.
3. Press ◄ or ► to scroll through the options: 01-08.
4. Press ◊ to confirm the option displayed.
5. Press ▽ to return to standby.

Ringer volume

There are 3 levels and Off.

1. Press F *repeatedly* until the display shows FAX SET-UP then press ◇.
2. Press F to display VARIOUS SETTINGS.
3. Press ◇ *repeatedly* until the display shows RING VOLUME: HIGH.
4. Press ◀ or ▶ to scroll through the options: RING VOLUME: MED, RING VOLUME: LOW and RING VOLUME: OFF.
5. Press ◇ to confirm the option displayed.
6. Press ⊘ to return to standby.

Distinctive ring

If your network offers the possibility of having two or more numbers on the same telephone line, each number will have a different ring pattern. When you use the distinctive ring feature for the first time, your BT PaperJet 35 will “learn” one of the patterns and will then react differently to calls with that ring pattern.

When distinctive ringing is set to On, you can set your machine to PHONE/FAX reception mode only. When you receive a call with the ring pattern that your BT PaperJet 35 has learnt, it will always answer in fax receive mode. If you receive calls with other ring patterns, your machine will not auto answer in PHONE/FAX mode but ring normally.

1. Press F *repeatedly* until the display shows INSTALLATION then press ◇.
2. Press F *repeatedly* until the display shows ENHANCED FEATUR.
3. Press ◇ *repeatedly* until the display shows DISTINC. RING:OFF.
4. Press ◀ or ▶ to scroll to CHANGE PATTERN.
5. Press ◇. The display shows AUTODETECT.RING.
6. Ring your BT PaperJet 35 on the new number. When the display shows RING DETECTED. Press ⊘ to return to standby.

Voice call alert

If your BT PaperJet 35 is set to PHONE/FAX reception, it will automatically alert you to voice calls with a 20 second tone. You can change the duration of the tone, from 15 to 40 seconds.

1. Press F *repeatedly* until the display shows INSTALLATION.
2. Press ◈# *repeatedly* until the display shows FAX/TEL TIMER:20.
3. Press ◀ or ▶ to scroll through the options: 15, 20, 30 or 40.
4. Press ◈# to confirm the option displayed.
5. Press ⏻ to return to standby.

Remote start code

If connected to a switchboard, *see page 72*.

If you answer a call on an extension phone, before BT PaperJet 35 has automatically answered, and then find it is a fax call, you can transfer the call to the BT PaperJet 35 by pressing *5 on the keypad of your phone.

You can change the 5 to another number 0-9 or ✱ if required. You can also switch remote start off.

1. Press F *repeatedly* until the display shows INSTALLATION then press ◈# to display TEL. LINE SET-UP.
2. Press ◈# again. The display shows PUBL.LINE(PSTN).
3. Press ◈# *repeatedly* until the display shows REMOTE START:ON.
4. To switch the code off, press ◀ or ▶ to scroll to OFF and press ◈# to confirm.

   Or

   To change the code press ◈#. The display shows TYPE CODE above the current code.
5. Enter the new code 0-9 or *.

6. Press ◇ to confirm the option displayed.
7. Press ⊗ to return to standby.

Resending of documents in memory

If a document stored in memory fails to be sent (for example, the number was engaged), your BT PaperJet 35 will automatically retry up to 3 times at 2 minute intervals. If after all retries the fax has not been sent, the document will normally be deleted from memory. You have the option of retaining failed faxes in memory to enable you to try sending them again without re-scanning. To do this you must enable the document re-transmission feature.

1. Press F *repeatedly* until the display shows FAX SET-UP then press ◇.
2. Press F to display VARIOUS SETTINGS.
3. Press ◇ *repeatedly* until the display shows RETRANS DOC:OFF.
4. Press ◀ or ▶ to switch between OFF and ON.
5. Press ◇ to confirm the option displayed.
6. Press ⊗ to return to standby.

Dial and fax tones on/off

Your BT PaperJet 35 lets you hear the dial tones as well as the fax tones when connecting to another fax machine. You can turn the sound On or Off.

1. Press F *repeatedly* until the display shows INSTALLATION then press ◇ to scroll to LINE MONITOR:OFF.
2. Press ◀ or ▶ to switch between OFF and ON.
3. Press ◇ to confirm the option displayed.
4. Press ⊗ to return to standby.

Dial and fax tones volume

You can adjust the volume for the line tones you hear when dialling and connecting to another fax machine.

1. Press you hear the dial tone.
2. Press to adjust the volume which is displayed on the screen.

Beeps on/off

Your BT PaperJet 35 gives beeps to alert you to faults, errors etc. You can switch these beeps to High, Med, Low or Off.

1. Press *repeatedly* until the display shows FAX SET-UP then press .
2. Press to display VARIOUS SETTINGS.
3. Press *repeatedly* until the display shows BUZZER VOL:LOW.
4. Press or to switch between HIGH, MED, LOW and OFF.
5. Press to confirm the option displayed.
6. Press to return to standby.

Transmission speed

Your BT PaperJet 35 is set to send faxes at 9600bps (9.6). If you consistently fail to send faxes to a particular number it may help to reduce the transmission speed to 4800bps (4.8).

1. Press *repeatedly* until the display shows FAX SET-UP then press .
2. Press to display VARIOUS SETTINGS.
3. Press *repeatedly* until the display shows TX SPEED 9.6.
4. Press or to switch between 4.8 and 9.6.
5. Press to confirm the option displayed.
6. Press to return to standby.

Error Correction Mode (ECM)

ECM is a standard system for correcting errors caused by interference on the line. It works when your machine and the sending or receiving machine both have ECM switched on. When this is the case E is displayed during transmission.

The default setting for ECM on your BT PaperJet 35 is On. You can switch the setting On or Off.

1. Press F *repeatedly* until the display shows FAX SET-UP then press ◇.
2. Press F to display VARIOUS SETTINGS.
3. Press ◇ *repeatedly* until the display shows ECM:ON.
4. Press ◀ or ▶ to switch between ON and OFF.
5. Press ◇ to confirm the option displayed.
6. Press ⊗ to return to standby.

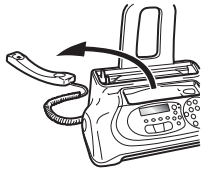
Install a new print cartridge

Print cartridge type

When replacing a print cartridge you will need type M2201, available from 0870 240 7285.

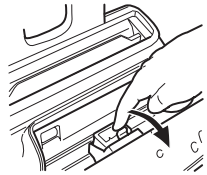
Replace print cartridge

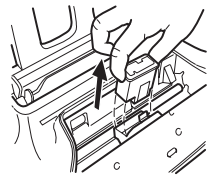
1. Remove the handset from its cradle.



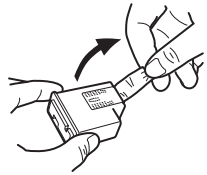
2. Open the front cover.

3. Pull the print cartridge lever forward then lift the cartridge out.

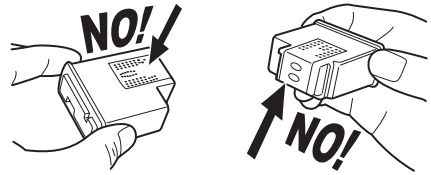




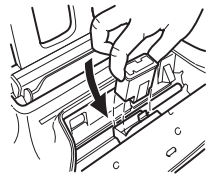
4. Take the new print cartridge from its packaging and peel the film covering the nozzles.



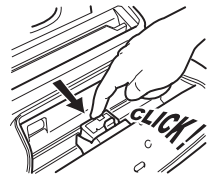
5. Avoid touching the electrical contacts and nozzles.



6. Insert the new print cartridge with the electrical contacts facing towards the front of the machine.



7. Push the print head forward until it clicks into place.



8. Close the cover and replace the handset.

9. When you have installed a new cartridge to replace one that has run out of ink, your BT PaperJet 35 will automatically recognise a new cartridge and the display shows NEW PRINT HEAD? 1 = YES, 0 = NO. Press 1.

   A test page will be printed. Examine the test page. Check that the numbered scale is not broken at any point and that there are no horizontal white lines within the black areas.

   If everything seems OK, press 1. If there is a problem, press 0 to repeat the process.

Clean print cartridge head and test the nozzles

If the print quality deteriorates, set your BT PaperJet 35 to clean the print head and nozzles and print a test page.

1. Press F *repeatedly* until the display shows HEAD MAINTENANCE. Press ◈.
2. Display shows NEW HEAD:ON. Press ◀ or ▶ to switch to NEW HEAD:OFF. Press ◈.
3. Display shows CLEANING:ON. Press ◈.

   Your BT PaperJet 35 cleans the print head and the test page will be printed.

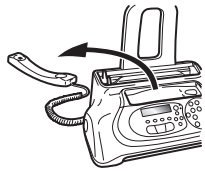
   Examine the test page. Check that the numbered scale is not broken at any point and that there are no horizontal white lines within the black areas.

   If you are not satisfied with the test page, repeat the process.

   Press ⊘ to cancel the test procedure at any time.

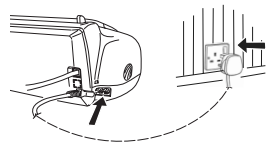
Clean print cartridge's electrical contacts

1. Remove the handset from its cradle.

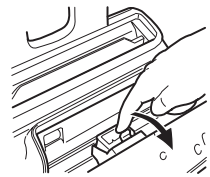


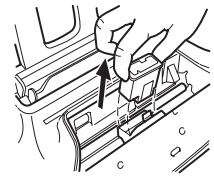
2. Open the front cover and wait for cartridge to stop moving.

3. Disconnect your BT PaperJet 35 from the mains power.

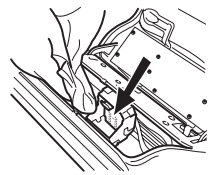


4. Pull the print cartridge lever forward then lift the cartridge out.



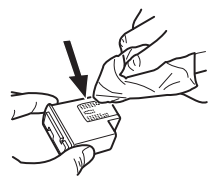


5. Clean the electrical contacts inside the cartridge compartment using a slightly damp cloth.

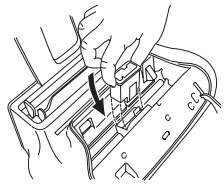


DO NOT TOUCH THE NOZZLES.

6. Now clean the electrical contacts on the cartridge with a slightly damp cloth.



7. Replace the print cartridge and push until it clicks into place.



8. Close cover and replace the handset. Reconnect the mains power. You will need to reset the date and time.

Help

If the power fails

One-touch and speed dial directories are saved.

Documents stored in the memory as well as the date and time are not saved.

Printing stops before the job is finished

Check that the paper is not jammed.

Check that the front cover is fully closed.

Have you run out of paper? If receiving a fax, your machine can store up to 19 pages in its memory for printing later.

Cannot send a fax

There may be interference on the line.

Try sending the fax at a slower speed, *see page 53*.

There may have been an error or a problem with the receiving machine. Check the display for an error message. *See Error Messages, page 54*.

Reception in memory

If you place a document to be faxed or copied in the automatic feeder while receiving a document, printing of the received document stops and it will be stored in the memory for printing later. During reception the display shows RX IN MEMORY.

Remove the document from the feeder to print the fax in memory.

Machine does not come on

Check that you have plugged it into the mains and that the power is switched on.

Document does not load

Check that it is an acceptable size and type of paper, *see page 17*.

Machine will not send a document

Check that the document is not jammed.

The line may be busy. Wait until it is free and try sending again.

Machine will not receive a document

Check the reception mode. If it is set for manual reception you must lift the handset and press to begin reception, *see page 20*.

Cannot copy a document

Check that the document is not jammed.

Remember when copying, you can only feed one sheet of paper at a time into the automatic feeder, *see page 27*.

You may be using an unsuitable kind of paper, *see page 17*.

Blank sheets are printed when copying

You may be copying the blank side of the page. Feed in pages with the side to be copied facing away from you.

Error code is listed in a report

If there has been a specific problem sending or receiving a fax you may see an error code listed in the transmission or activity report. To check what has caused the problem, *see Error Codes below, page 62*.

Cannot fix a recurring problem

Try unplugging your machine from the mains power, wait at least 10 seconds, then switch the power back on again.

If the fault continues, call the Helpline **0870 240 8026**.

Error Codes

Code	Problem	Solution
OK	None	Fax successful
(OK)	Poor print quality.	Check with sender about quality of original.
02	Could not connect to line.	Check that your machine is plugged into the telephone network. Check the handset is on the hook.
03	No answer from other machine or person.	Check the number dialled is correct.
04	Error has occurred when re-sending a fax. nn = the number of the page on which the error occurred.	Resend from the page indicated.
05	Resend pages nn – nn. (nn = the number of the page on which the error occurred.	Resend from the page indicated.
07	Document too long.	Split the document to be sent into small sets of pages.
08	Scanner cannot read the document.	Remove the document from the automatic feed and reinsert it when it tries to connect.
09	STOP pressed.	
10	Problem during reception.	Ask your sender to send the document again.
11	Printing error during reception. Document stored in memory but the memory was filled before completion.	Correct the printing fault (e.g. out of ink) and wait for the document in the memory to be printed. Contact sender for the rest of the document.
13	Problem with polling.	Call the sender and check their machine has been set up correctly for polling.
16	Power failure on page nn.	The power failed when sending or receiving a fax. Resume transmission from the page indicated.
OCC	Line busy.	Try again later.

Signals and On screen messages

Your BT PaperJet 35 provides audible alerts or messages on the display to inform you of the status of the machine and for error messages. In some cases the error indicator light will also flash.

Audible alerts

Short tone – you have pressed the incorrect button when using the menu.

Long tone – fax has not been sent or received correctly.

Continuous tone – you must hang up the line.

Note: To turn off the ERROR LIGHT, press .

Display error messages	
AUTOREDIAL NNN	Line busy, getting ready to redial the number.
CHECK DOCUMENT, PRESS (STOP)	Document not feeding in correctly. Take out and replace the document in the automatic feeder and press to restore normal operation.
CHECK PAPER, PRESS (STOP)	Out of paper. Add more and press . Paper not being fed in correctly. Replace the paper in the feeder then press to restore normal operation.
CHECK PRINT HEAD	Print cartridge not detected or installed incorrectly. Install or re-install the print cartridge. Print nozzles need cleaning. See Clean print cartridge, *page 57*.
COPY INTERRUPTED	has been pressed during copying. An error occurred during copying and it could not be printed.
COVER OPEN	Close the front cover.

DOC IN MEMORY	The document received is saved in the memory because an error occurred during reception – e.g. paper jam, ink out etc) - preventing it from being printed. Check and correct the problem.
MEMORY FULL	One or more documents in the memory have filled the available capacity. Check to see if there is fault with printing (e.g. paper out, paper jam etc) and correct it.
NOT PROGRAMMED	You selected a one-touch or speed dial code that has not been set.
OUT OF INK	Insert a new cartridge, *see page 55*.
PAPER ERROR. PRESS (STOP)	Paper jam during copying or receiving. Press . If the sheet is not ejected automatically, remove it. *See Paper Jams, page 65.*
POLL. RETRY NNN	Polling reception connection not established. Your BT PaperJet is getting ready to redial.
REMOVE DOCUMENT, PRESS (STOP)	Paper jam during copying or sending. Press . If the sheet is not ejected automatically, remove it. *See Paper Jams, page 65.* Scanning cancelled because was pressed.
RX ERROR	Document not received correctly. Press to switch the error indicator light off and acknowledge the message.
RX IN MEMORY	Received rest of fax into memory because an error occurred during sending, preventing it from being printed. The type of fault is displayed on the bottom line.
SYSTEM ERROR NN	A fatal error has occurred. Turn your machine off, wait for a few seconds, then turn it back on again. If the problem continues, call the BT PaperJet Helpline on **0870 240 8026**.
TX ERROR	Document not sent correctly. Press to switch off the error indicator light and acknowledge the message. Send the fax again.

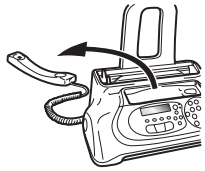
Paper jams

If sheets of plain paper get jammed, the display shows PAPER ERROR PRESS ▽.

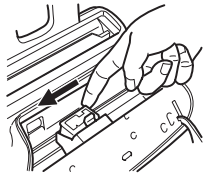
1. Press ▽. If the jammed sheet does not eject automatically, carefully pull it out manually.

2. If the sheet is jammed inside the machine:

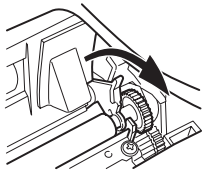
   Turn off the mains power and take the handset off the cradle and open the front cover.



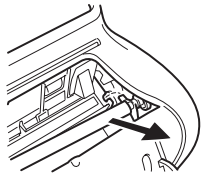
   Move the print cartridge to the left hand side of the fax machine.



   Release the paper feed roller by pulling the green lever forward as shown.

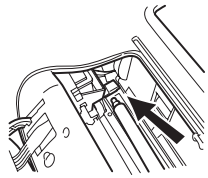


Remove the roller.

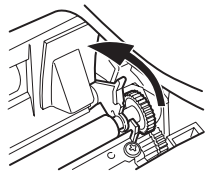


Remove the jammed paper.

Replace the roller by inserting one end into the locating hole on the left-hand side of the machine. Then with the lever pointing forward press the right hand end down into the slot on the right.



Push the lever back into the upright position so that the roller cog wheel is engaged.

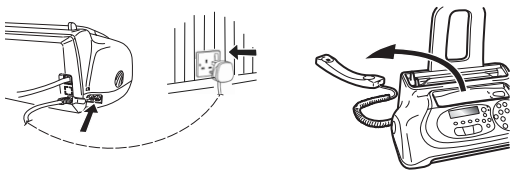


Close the cover and replace the handset. Reconnect the power and reset the date and time.

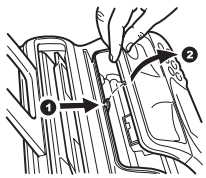
Cleaning the scanner

Dust on the glass surface of the scanner may cause problems when scanning documents. To check if the scanner is clean, make a copy of a blank piece of paper. If vertical lines appear on the copy, clean the scanner. If vertical lines still appear, call the BT PaperJet Helpline **0870 240 8026**.

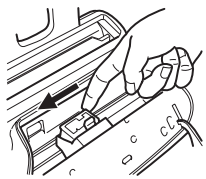
1. Disconnect your BT PaperJet 35 from the mains power and remove the handset from its cradle.



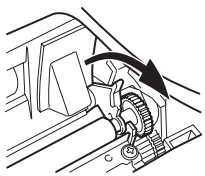
2. Turn off the mains power and open the front cover.



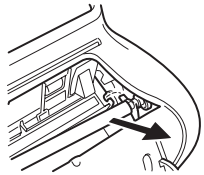
3. Move the print cartridge to the left hand side of the fax machine.



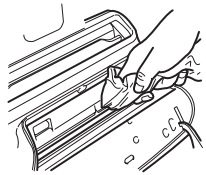
4. Release the paper feed roller by pulling the green lever forward as shown.



5. Remove the roller.

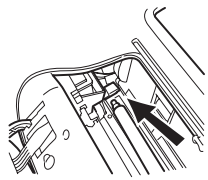


6. Clean the glass surface of the scanner with a soft, lint-free cloth.

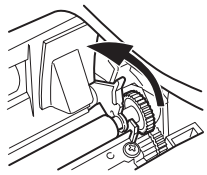


DO NOT POUR OR SPRAY CLEANING FLUID DIRECTLY ONTO THE GLASS SURFACE.

7. Replace the roller by inserting one end into the locating hole on the left-hand side of the machine. Then with the lever pointing forward press the right hand end down into the slot on the right.



8. Push the lever back into the upright position so that the roller cog wheel is engaged.



9. Close the cover and replace the handset. Reconnect the power and reset the date and time.

General information

Safety

General

Your BT PaperJet 35 should be placed on a level and stable surface at least 10cm away from other electrical equipment.

Do not place it in direct sunlight or near a radiator, heater or air conditioning unit. Do not allow it to become dusty or come into contact with water or chemicals.

Make sure air can circulate freely around your BT PaperJet 35. Do not cover or use in very enclosed spaces. Do not place your machine on soft surfaces such as beds, duvets, cushions, sofas or carpets as there is a risk of overheating.

Do not touch telephone wires or mains cables where the insulation is missing or damaged unless they have been disconnected.

Do not attempt any repairs. This could expose you to high voltages or other risks. Contact the helpline for all repairs.

Do not expose to rain or any other form of moisture. There is a risk of electric shock or fire. If any liquid is accidentally spilled into your machine, immediately remove the mains power plug and have the BT PaperJet 35 inspected professionally.

Do not submerge any part of the product in water and do not use in damp conditions, such as bathrooms.

There is a slight chance that your BT PaperJet 35 could be damaged by an electrical storm. We recommend that you unplug the power and telephone line cord for the duration of the storm.

Do not expose to fire, explosive or other hazardous conditions.

Cleaning

Unplug your BT PaperJet 35 from the mains and telephone line before cleaning. Do not use liquid or aerosol cleaning agents such as sprays or polishes as these will damage the product.

Cleaning the exterior

Simply clean the casing with a damp (not wet) cloth or anti-static wipe. Never use a dry cloth as this may cause a static shock.

Environmental

Do not expose to direct sunlight.

Do not stand your product on carpets or other surfaces which generate fibres, or place it in locations preventing the free flow of air over its surfaces.

Do not submerge any part of your product in water and do not use it in damp conditions, such as bathrooms.

Do not expose your product to fire, explosive or other hazardous conditions.

There is a slight chance that your machine could be damaged by an electrical storm. We recommend that you unplug the power a telephone line cord for the duration of the storm.

Guarantee

FOR ASSISTANCE CALL THE HELPLINE ON 0870 240 8026 quoting the model and serial number.

1. In the event that the Helpline is unable to resolve a problem over the phone, the following will apply:
   I. The Helpline will require the customer to provide details of where the BT PaperJet 35 was purchased, date of purchase and method of payment.
   II. If the fax was purchased within 28 days a brand new replacement BT PaperJet 35 will be despatched by courier to the customer.
   III. If the product was purchased more than 28 days ago and within the guarantee period, a ‘loan’ BT PaperJet 35 will be despatched by courier to the customer.
2. If 1 (III) applies, the original fax will be repaired free of charge subject to the conditions in clause 5. BT’s normal repair times for most faults is 14 days. If the fax is beyond economical repair we will replace it with a brand new BT PaperJet 35. On completion of repair the customer will be contacted and give the option of the return of the original repaired fax and free collection of the loan fax or at the customer’s choice, retention of the loan fax.
3. A new or loan fax will be delivered by courier. If a Helpline call is received by 4pm we can arrange an overnight courier, but will agree a delivery time with the customer. On delivery of the new loan or repaired fax as appropriate, the customer must promptly replace it in the box with the faulty fax or loan fax to enable the courier to return the fax to BT.
4. If the customer decides to retain the loan fax, the balance of the original guarantee will transfer to this fax.

5. This guarantee does not cover the fair wear and tear or accidental damage or damage caused by improper installation. The guarantee will not apply if upon inspection it is established that unauthorised repairs or modifications have been made to the fax. In such circumstances the customer will be sent a condition report with a choice of either (a) paying the cost of repair of the faulty fax or (b) the carriage charges incurred in having the original fax returned un-repaired and the loan fax collected.
6. The liability of BT under the terms of the guarantee is limited to the exchange of the fax or the repair and return of the original fax.
7. Excluded from this guarantee are accessories, consumables (e.g. ink cartridges).
8. This guarantee applies to the original customer only and is not transferable.
9. This guarantee does not affect the customer's statutory rights

For your records

Date of purchase:

Place of purchase:

Serial number:

For guarantee purposes proof of purchase is required so please keep your receipt.

Technical information

How many fax machines/telephones can you have?

All items of telephone equipment have a Ringer Equivalence Number (REN), which is used to calculate the number of items which may be connected to any one telephone line. Your BT PaperJet 35 has a REN of 1. A total REN of 4 is allowed. If the total REN of 4 is exceeded, the telephone may not ring.

With different fax/telephone types there is no guarantee of ringing, even when the REN is less than 4.

Switchboard compatibility

This product is intended for use within the UK for connection to the public telephone network and compatible switchboards which support tone dialling and timed break recall. If in doubt please consult your service provider.

To set the switchboard dialling mode and access code

You must set your BT PaperJet 35 for connection to a switchboard.

1. Press F *repeatedly* until the display shows INSTALLATION then press ◈.
2. Display shows TEL. LINE SET-UP. Press ◈.
3. Press ◀ or ▶ to switch between PUBL.LINE (PSTN) and PRIV.LINE(PBX). Press ◈. For use with a switchboard select PRIV.LINE(PBX).
4. Set Tone or Pulse dial mode for your switchboard. Press ◀ or ▶ to display TONE or PULSE. Press ◈.
5. Press ◀ or ▶ to switch between EXT. LINE PREFIX or EXT. LINE FLASH. If your access code to get an outside line is Recall, choose FLASH. If your access code is a digit(s), choose PREFIX. Press ◈ to confirm. If you choose PREFIX, you are asked for the code. Enter the code using the keypad and press ◈.
6. Set dial mode for the network (in the UK the network dial mode must be set to Tone). Press ◈. Press ◀ or ▶ to switch between PSTN DIAL:TONE and PSTN DIAL:PULSE.
7. Press ◈ to confirm.
8. Press ⏻ to return to standby.

Important: If you set the output mode to Flash, you simply need to press the R button on your BT PaperJet 35 to get an outside line. You can then dial the number you want as normal. When you are using an outside line the display shows E for external call.

If you have problems connecting to a switchboard, contact the BT PaperJet Helpline on **0870 240 8026**.

R&TTE

This product is intended to be connected to analogue networks and private switching systems in the United Kingdom.

This product complies with the essential requirements of the Radio Equipment and Telecommunications Terminal Equipment Directive 1999/5/EC.

A copy of the certificate can be obtained from the Helpline **0870 240 8026**.

THE SLEREXE COMPANY LIMITED

SAPORS LANE · BOOLE · DORSET · BH 25 8 ER

TELEPHONE BOOLE (945 13) 51617 · TELEX 123456

Our Ref. 350/PJC/EAC

4th April, 1984

Dr. P. N. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.

Dear Pete,

Permit me to introduce you to the facility of facsimile transmission.

In facsimile a photocell is caused to perform a raster scan over the subject copy. The variations of print density on the document cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications link.

At the remote terminal, demodulation reconstructs the video signal, which is used to modulate the density of print produced by a printing device. This device is scanning in a raster scan synchronised with that at the transmitting terminal. As a result, a facsimile copy of the subject document is produced.

Probably you have uses for this facility in your organisation.

Yours sincerely,

Phil.

P. J. CROSS
Group Leader – Facsimile Research

Visit us at www.bt.com

Offices worldwide

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